

**JUDGE JULIE K. NELSON**  
**COUNTY COURT JUDGE**

DUVAL COUNTY UNIFIED COURTHOUSE  
501 W. ADAMS STREET, SUITE 7174  
JACKSONVILLE, FL 32202  
(904) 255-1357

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**DIVISION CC-O (CIVIL PROCEDURES)**  
**HEARING ROOM 727**

**SETTING CASES FOR HEARING:**

All civil hearings are currently being conducted via Zoom unless a party requests to appear in person. The Zoom information will be provided after the hearing has been set on the calendar.

**If a party is requesting that a Motion be set for hearing, the Motion must appear on the docket prior to requesting hearing times.** The party requesting the hearing must initiate a conference call with the opposing counsel's office, if applicable, and call the Judicial Assistant in order to schedule the hearing. Please have the case number, name of the motion to be heard and how much time is being requested at the time of the call. The Judicial Assistant will provide dates and times to all parties. The party requesting the hearing will be responsible for noticing the hearing. If the case settles, please notify the Judicial Assistant **AS SOON AS POSSIBLE** so the hearing can be removed from the Judge's calendar and the time can be offered to other litigants.

**THE COURT DOES NOT PERMIT ANY PARTY TO UNILATERALLY ADD MOTIONS TO THE JUDGE'S CALENDAR. IF ADDITIONAL MOTIONS NEED TO BE ADDED TO A HEARING ALREADY SCHEDULED, PLEASE CONTACT THE JUDICIAL ASSISTANT WITH OPPOSING COUNSEL'S OFFICE, IF APPLICABLE, SO THAT SHE MAY ADD THE ADDITIONAL MOTIONS TO THE JUDGE'S CALENDAR IF TIME PERMITS.**

**CANCELLATION OF HEARINGS:**

When canceling a hearing that has been set on the Court's calendar, please email the Judicial Assistant and copy the opposing counsel's office to notify the Judicial Assistant of the cancellation and why the case has been cancelled. **PLEASE DO NOT** assume the hearing is automatically removed from the Court's calendar. A Notice of Cancellation that has been e-filed with the Clerk is not sufficient notice of a cancellation. Cancellation of a hearing **MUST** be confirmed by the Judicial Assistant.

**PLEASE NOTE: UNLESS THE MATTERS AT ISSUE IN THE HEARING HAVE BEEN RESOLVED BY THE PARTIES, THE COURT DOES NOT PERMIT THE UNILATERAL CANCELLATION OF HEARINGS WITHOUT COURT APPROVAL.**

**COURTESY COPIES:**

Courtesy copies of motions and memoranda should be delivered to the Court at least three (3) business days before a scheduled hearing on the matter. Motions, pleadings, and memoranda may be provided by e-mail as well as U.S. Mail or hand delivery. However, voluminous pleadings **(more than twenty (20) pages, including attachments) must not be emailed.** Voluminous pleadings must be provided via hand-delivery, U.S. Mail, or other delivery service. **Any binders containing case law must be received by the Court at least five (5) business days prior to the hearing.**

**PROPOSED ORDERS FOLLOWING A HEARING:**

The Court may request proposed orders from one or more parties pursuant to the Court's verbal recitations of rulings made during a hearing. Such proposed orders are to be timely submitted to the Court as follows:

1. If there is an unrepresented party involved in the case who does not use the e-portal, the proposed order may be emailed to the Court in Microsoft Word format or submitted through the e-portal following the directions in the link below. The Court will provide a conformed copy via mail to the unrepresented party. The unrepresented party's mailing address must be included on the service list.
2. If all parties before the Court are using the e-portal, the proposed order may be emailed to the Court in Microsoft Word format or submitted through the e-portal by following the directions in the following link:

<https://www.jud4.org/Top-Navigation/Court-Administration/Proposed-Orders-EFiling.aspx>

**PROPOSED ORDERS WITHOUT A HEARING:**

1. Proposed Orders without a hearing may be submitted to the Court in Microsoft Word or through the e-portal which must be copied to all opposing counsel and/or unrepresented parties. A courtesy copy of the motion, joint stipulation, etc. related to the proposed order must be provided with the proposed order. The motion must state that opposing counsel and/or unrepresented party has been provided with the same materials being provided to the Court and whether (i) opposing counsel and/or any unrepresented party consents to the relief requested in the order and, if so, (ii) whether opposing counsel and/or any unrepresented party agrees with the language of the proposed order. The service list on the proposed order must contain e-filing addresses for opposing counsel and/or any unrepresented parties or their mailing address.

2. If any unrepresented party does not receive e-filings, the Court will provide a conformed copy via mail to the opposing party.
3. All consent or agreed orders shall include the word "Consent" or "Agreed" in the title of the proposed order.

**DIVISION O (CRIMINAL PROCEDURES)  
COURTROOM 309**

**JURY TRIALS**

All Motions for Continuance of a jury trial in a criminal case must be in writing and provided to the Court prior to the final pre-trial. The Court will reach out to all parties via email approximately one to two weeks prior to jury selection to set a Zoom final pre-trial. The parties may appear at the Zoom hearing or, if unavailable at the given time, may email the Court and opposing counsel regarding the status of the case and whether the case is ready to proceed to trial. If there is no appearance by Zoom and no email from counsel, the Court will assume that the case is ready to proceed to trial as scheduled.

**CRIMINAL HEARINGS**

If counsel or a pro se defendant needs to request a continuance of a hearing, a motion for continuance must be submitted in writing, provided to the Court, and the opposing party must be copied on the motion. Pro se defendants may complete a Request to Judge to request a continuance. The form may be found in the clerk's office and, once the Request to Judge is filed, the Request will be placed on the court docket and sent to the Judge for review.

**REQUESTS FOR AN APPEARANCE BY ZOOM**

Pursuant to Florida Rule of Criminal Procedure 3.116(c)(1), the Court will grant any motion to appear by Zoom for "a non-evidentiary pretrial conference scheduled for 30 minutes or less unless the [Court] determines that good cause exists to deny the request." A written motion must be filed or an oral motion must be made for each request to appear by Zoom. The Court will normally hold a Zoom calendar for criminal cases on Tuesday and/or Wednesday of each criminal week at 11:00 am. The parties are cautioned that the Zoom calendar may last less than 15 minutes. Parties may include in their motion a preference for Tuesday or Wednesday at 11:00 am. If the preferred time is not available, the motion will be granted but another date at 11:00 am will be set.

**MOTION DEADLINES**

Once defense counsel receives all discovery, a motion deadline will be set in all cases. The motion deadline applies to any substantive motions. Motions in limine may be filed once the case is set for jury selection and are not required to be filed prior to the motion deadline.

**WEEKLY SCHEDULE**

Morning calendars will typically be held on Monday, Tuesday and Wednesday. Monday afternoon will be reserved for jury selection and Thursday and Friday will be reserved for motion hearings, sentencing hearings, trials and any emergency matters that arise during the week. Afternoon calendars and hearings may also be held on Tuesday and Wednesday afternoons. Motions and hearings on violations of probation will typically be set on Monday as a "to be set" however, when needed, a hearing may be set as a time and date certain on the calendar.

**MOTIONS FOR AUTHORIZATION TO TAKE DEPOSITIONS**

All requests for authorization to take depositions must be filed in writing and must specify what witnesses counsel is requesting to depose and the basis for the request.